

Shelton's Title III Faculty Development Newsletter

September 1990

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37 Faculty Members Travel in 1989-90

During the 1989-90 fiscal year, Title III made it possible for the 30 faculty members listed below to attend conferences, workshops, and training sessions they would not otherwise have been able to attend. Additionally, seven faculty will be visiting Central Piedmont Community College in September (See article on page 3).

Joy Jones	St. Petersburg
Sharon Deck	St. Petersburg
	Natchez
Joyce Jolly	St. Petersburg
Robbyn Gourdouze	Memphis
David Cantrell	Memphis
Camille Cochran	Memphis
Linda Jones	Memphis
Ray Mills	Bessemer
Julie Bailey	Philadelphia
Lyda Black	Birmingham
	Montgomery
Katherine Burkhalter	Birmingham
Steve Fair	Chicago
Jack Moore	Chicago
Dan Morris	Mobile
Mary Francis Pate	Memphis
Phyllis Stanley	Montgomery
Susan Thomas	New Orleans
Fran Turner	Montgomery

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*The next Faculty Development
Committee meeting will be
September 18
at 3 p.m.*

Euradell Fredd	Memphis
Bill Porter	Cleveland
Roy Pugh	Cleveland
William Quimby	Birmingham
William Stringfellow	Atlanta
Britt Turner	Orlando
Judy Austin	Reno
Pam Davis	Raymond, MS
Sherry Kirksey	Durham, NH
Bennie Ford	Miami
	Huntsville
Charles Griggs	Bessemer
Howell Franks	Bessemer

Travel money for the 1990-91 fiscal year has been reduced by over 50 percent from that available this past year. Approximately one-half of that 50 percent has been reserved for faculty to attend two conferences in Texas sponsored by NISOD (National Institute for Staff and Organizational Development) and the University of Texas at Austin. (For more information, see *Dallas* page 4.) Faculty who wish to attend either Texas conference should notify their dean prior to September 18. The remaining travel funds will be allocated on a first come, first served basis, with preference given to those faculty members who did not receive support in excess of \$250 during the present year.

Travel applications, complete with signatures, should be submitted to Ann Capel's office on 15th Street by noon on September 18. The Title III Faculty Development Committee will meet on that date on 15th Street to approve requests for travel for the new year.

Any faculty member interested in requesting travel support from Title III should contact Ann Capel (Ex.2457) for further information about the application process. ○

Module, Project, and Released Time Support Available from Title III

All full-time Shelton State faculty members are eligible to submit applications for project or module development for the 1990-91 academic year. Faculty interested in receiving support during the Fall 1990 Quarter should submit applications during September or October. Faculty interested in receiving released time during winter quarter should apply prior to November 1.

Application forms are available from Ann Capel's office on 15th Street and Arthur Howington's office on Skyland.

Because many faculty have had questions about what constitutes a module or project and about the application process, a summary of the guidelines the Faculty Development Committee follows is given below. The Committee and the Title III personnel realize that each application is unique and will work with anyone who has questions about what can be funded, so contact Rick Rogers, Ann Capel, or any of the members of the Committee for more information. Excellent sources on the development process are the Shelton "pioneers" who received support during the 1989-90 year (See page 4).

Module Application

A module is defined as less than a complete course. For example, a module may be an instructional unit or sets of worksheets and other materials developed to supplement or reinforce an existing or new course.

Faculty and staff can be paid for the time they devote to the development of a module, but only if that time is outside regularly scheduled office, class, and on-campus hours. In addition to paying stipends for up to 30 hours of work for each faculty member at \$17.00 per hour and staff members at \$8.00 per hour, Title III will cover the costs of office and computer supplies; duplication of journal articles and other library research materials; purchase and development of film, slides, videotapes, and overhead transparencies; and technical assistance to produce audiovisuals. All such costs must be itemized in the module application and, after being approved, must be purchased via the regular requisition process. Title III will not cover replacement costs of materials, so budgets should be carefully planned to allow time for needed materials to be requisitioned, approved, purchase order numbers issued, and materials received.

Since modules are usually less complex than projects, the timeline for completion of a module is normally equal to one quarter or less in length. Should a module require more

than one quarter for completion, a statement explaining the need for more than one quarter should be included with the application.

Project Development

A project develops a new course or redesigns an existing course. For example, a project may redesign a course to include computer applications in each of the courses's units, or develop slides or other materials to supplement and reinforce the units.

As with module development, faculty and staff members must document that the time for which they are requesting reimbursement is outside their regularly scheduled office, class, and on-campus hours. For projects, stipends will be paid for up to 48 hours of work for each participant at the same rate paid for modules. The same kinds of materials and supplies allowable for module development may be included in project budgets with the same stipulation that they be acquired through the regular requisition process.

Since projects are normally more complex and expensive than modules, the Faculty Development Committee prefers to meet with the faculty member heading a project to discuss the request before the committee grants approval for the project.

The timeline for development of a project is determined by its complexity; however, all projects must be completed by early or mid-August.

Released Time

A faculty member who requests released time for development of a curriculum project will receive no stipend for the hours he or she devotes to the project. Should clerical or technical assistance be required, these individuals will be reimbursed for their time at the rates and under the conditions stipulated above. Material and supply needs should be budgeted and processed as for any other Title III supported project.

Before applying to the Committee for approval, the faculty member should receive permission from his or her division chairperson and dean to be released from one class. No released time is available for the summer quarter.

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Modules and Projects

Once a faculty's supervisors have approved the request, the faculty member should indicate on the application form the quarter for which released time is being sought.

Technical Assistance from Library Staff

Shelton's library's budget is limited, so any AV supplies or technical assistance needed from library staff should be included in the application budget. For help with designing audiovisual production and estimating costs, contact **Sully Cochrane** in the Skyland Campus Library.

Finished Products

Physical evidence of project and module completion must be kept on file in the Title III Activity Director's (Ann Capel) office. In other words, copies of any transparencies, handouts, syllabi, etc.; bibliographies of library materials duplicated and of books, films, etc. purchased with Title III funds must be submitted along with information on where these materials may be located, (i.e. in the developer's office, in the computer lab, in the library). For more information on applying for curriculum projects and modules, see page 2. ○

Trip to NC Planned

Seven faculty members and both the Academic and Technical/Occupational Deans will visit **Central Piedmont Community College** in Charlotte, North Carolina this month to examine the ways computer technology has been incorporated into the college's programs and operations.

Central Piedmont, one of the top ten community colleges in the U. S., is one of only two colleges that are members of both the Apple and IBM networks of community college computing resource centers. These networks were established by Apple and IBM to assist faculty in incorporating educational technology into the classroom.

The IBM network, established in 1988, provide its ten member schools with equipment and training for faculty in developing model instructional programs. In return for IBM's assistance, each college has agreed to offer training on the IBM hardware and software to other colleges. In addition, these colleges serve as demonstration centers for Wisc-Ware, the low-cost academic software distribution system operated by the University of Wisconsin at Madison.

The Apple National Community College Alliance was formed this year. It is like the IBM network in that it creates a network of colleges throughout the U. S. and Canada where community college personnel can be trained to use the latest Apple equipment and software. ○

Faculty Development Committee Members

The Title III Faculty Development Committee is composed of faculty from the Technical/Occupational and Academic Divisions of Shelton State. The committee reviews and approves all applications for faculty travel, module and project development, released time, and two-week internships in business and industry. The members of the committee help to choose consultants for at least two on-campus workshops each year (see *Mark Hale* page 5) and serve as contacts to disseminate information about the Title III Faculty Development Activity across the college's campuses.

The membership of the committee is composed of the following individuals:

Ann Capel, chairperson
David Cantrell

Howell Franks
Gladys Hill
William Quimby
Arthur Howington, ex officio
Hugh Kynard, ex officio
Rick Rogers, ex officio

The committee meets on the 15th Street Campus at least once a month during the academic year to address any issues relative to faculty development and Title III.

Faculty who have questions about meeting times, application procedures, or any other information relative to Activity 4, Faculty Development, should contact one of these individuals for assistance. ○

Faculty to Attend Dallas Conference

The 1990 Annual Conference of the League for Innovation in the Community College, sponsored by the National Institute for Staff and Organizational Development (NISOD), The University of Texas at Austin, and the W. K. Kellogg Foundation, will be held **October 21-24, 1990** in Dallas. The conference, *Serving Students in the Age of Information Technology*, focuses on using computer technology to serve key clientele of community colleges:

Underprepared Students
Distant Learners
Adult and Independent Learners
Gifted Students

Program sessions target instructional, administrative, and telecommunications applications of technology that serve these and other groups of students.

Over 1,500 participants from more than 300 community colleges across the United States and Canada will attend the 4 keynote addresses, 15 symposia, 50 forum presentations of model programs, 60 demonstration sessions, and 30 round-table discussions.

Keynote speakers are **Bernard R. Gifford**, Vice President for Education, Apple Computer; **Robert A. Vanourek**, Co-Chief Executive Officer, Recognition Equipment Incorporated; **Lucie J. Fjeldstad**, Vice President, IBM Corporation, and **John E. Roueche**, Director, Community College Leadership Program, The University of Texas at Austin.

Cosponsors for the conference include American College Testing (ACT), Apple Computer, Ashton-Tate, AT&T, The College Board, Educational Testing Service (ETS), IBM Corporation, NCR Corporation, Microsoft, and Wm. C. Brown Publishers. These cosponsors and others will be represented in the **Academic Software Fair** which will allow conference participants to receive hands-on experience with hundreds of software programs developed by and for college and university personnel.

For rest and relaxation, participants may purchase tickets to a Texas barbeque and dance at the South Fork Ranch on Tuesday evening, October 23.

Shelton faculty interested in attend this outstanding conference should inform their dean prior to September 18 to be considered for attendance. A complete program of the conference is available in Ann Capel's office. Detailed conference announcements are located in Dean Howington's and Ann Capel's office as well as in the current issue of the *Community College Journal*. ○

8 Projects and 4 Modules Developed in 1989-90

Eight curriculum development projects and four modules were developed with Title III support during the past academic year. These modules and projects drew upon the skills of 16 of Shelton's faculty and staff members and the technical assistance of the University of Alabama production department.

Projects were developed under the direction of the following personnel:

Pam Davis
Sharon Deck
Joyce Jolly
Milady Koury-Murphy
Diane Layton
Jack Moore
William Quimby
Marilyn Terry

Modules were developed by the following faculty:

Katherine Burkhalter
David Cantrell
William Quimby
Susan Thomas

Any faculty member or group interested in developing curriculum projects or modules during the coming academic year should contact the above personnel and Ann Capel or Rick Rogers for more information on the development process. (See page 2 for a summary of the application process.) ○

**Applications for projects and modules
will be accepted
throughout the coming year.**

Mark Hale to Conduct Computer Workshop September 14 on Skyland

Dr. Mark Hale will present a workshop on classroom uses of computers and computer technology on the Skyland campus on Friday, September 14. Dr. Hale is the Director of the Center for Instructional and Research Computing Activities at the University of Florida in Gainesville. The Center is responsible for supporting all faculty and student computing on the university campus. He also is one of IBM's consulting scholars on computer use for higher education institutions.

During the past twenty years, Dr. Hale has developed computer-based mathematics testing packages and instructional materials as well as designed and conducted computer training programs for students, instructors, staff, and administrators at all educational levels. Additionally, in the past few years he has been active in institutional planning and in developing computing facilities and support and training programs.

Dr. Hale holds a BA in mathematics from Harvard College, an MS and a PhD in mathematics from the University of Illinois. Since 1970, he has been a member of the Mathematics Department at The University of Florida. He has served as the director of the Center for Instructional and Research Computing Activities at Florida since 1981 and has been one of the co-directors of Florida's Faculty Support Center for Computing since its founding in 1983.

Dr. Hale will demonstrate a variety of computer applications for academic settings during his 90 minute morning and afternoon sessions. After the presentation, he will be available to meet with individuals and small groups to answer questions and offer suggestions on faculty needs.

Only 20 to 25 participants will be allowed per session, so faculty should register as soon as possible to reserve a space. O

Mark Hale Workshop Registration Form

Name _____

Phone: Office _____ Home _____

Workshop Preference:

_____ Morning 10:00 - 11:30
_____ Afternoon 1:00 - 2:30
_____ Will Not Attend

Forms MUST be received by noon on Thursday, September 13.

Return to:

*Ann Capel
15th Street
Ext. 2457*